

*For discussion
a meeting with
a small representative*

Subject: Use of [REDACTED] Space for Permanent Agency Records 25X1A6d
 Center Operations

A-1 Rec Mgt 5-1-3

1. Following an inspection of available space at the [REDACTED] 25X1A6d
 25X1A6d [REDACTED] it is our opinion that the area could be made suitable for
 permanent records center operations only with expenditures in excess
 of \$100,000. It was agreed by all officials concurring in the Records
 Center Review Submittal that it would be preferable to build rather
 than to spend at [REDACTED] approximately the same amount which is 25X1A6d
 equivalent to about 25% of the cost of construction.

2. The GSA estimate for converting the [REDACTED] for use 25X1A6d
 as a permanent records center is \$95,800. This estimate on the cost
 for converting [REDACTED] is based on the fact that the structure appears 25X1A6d
 to be equivalent to the [REDACTED] with respect to the kind and 25X1A6d
 extent of alterations needed. Following is the GSA estimate for convert-
 25X1A6d ing the [REDACTED]

Partitions	\$ 3,500.00
Asphalt tile	1,500.00
Interior painting	5,000.00
New toilets	9,000.00
Masonry	3,500.00
Ventilation	2,000.00
Air-Conditioning	6,000.00
Heating	2,500.00
Lighting and fixtures	54,000.00
Fire alarm	3,000.00
Fence	4,000.00
Engineering Fee	1,800.00
Total cost of job	<u>95,800.00</u>

It would appear that the alteration cost for [REDACTED] would be in 25X1A6d
 excess of this amount because of the necessity for installing a false
 ceiling in order to obtain proper heating. In lowering the ceiling
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 it would also be necessary to install an additional sprinkler system.

Should it be decided to use the [REDACTED] space there still may be 25X1A6d a problem in connection with future expansion. This would occur because the surrounding space will have been assigned by GSA, which would not be able to make it available to the Agency when needed because of other commitments.

3. We presume that the Security Office will submit their requirements with respect to the guard posts. However, one post will be required and probably two. This represents a continuing cost of \$21,000 for each 24 hour post which would not be incurred if new construction [REDACTED] was approved, because the present [REDACTED] guard force 25X1A6d is considered adequate.

25X1A6d

J